

End. 7.3
June 20, 2013

Attached Form E 1

TEACHER PETITION FOR OVERNIGHT FIELD TRIP

- I. Group (Sponsor) Girls Tennis Team
- II. Field Trip Supervision Dan Palmer
- III. Purpose To participate in tennis tournament
- IV. Number of Students 20 Students
- V. Dates 8/27-8/29 + 29/13 see attached
- VI. Means of Transportation POV
- VII. I would like to meet with you by 8/15/13 to discuss supervision arrangements.

Note: A copy of the letter to parents must be submitted to the administrator prior to approval of the field trip.

Note: A post field trip conference will be scheduled upon your return.

Bus transportation (if necessary) confirmed with: _____

Date: _____

Approved *[Signature]* Date: 6/3/13
(Building Principal)

Thomas Morrell

From: Dan Palmer
Sent: Tuesday, June 04, 2013 8:31 AM
To: Thomas Morrell
Subject: RE: travel

Horseheads Girls Tennis Private Transportation Trip requests:

Team of 20 girls, 1 coach, 10 parent chaperones

1. Oneida Invitational

Tuesday August 27, 2013

8:00AM depart from Auburn High School

11:00AM Scrimmage

2:00PM depart for LaQuinta Inn and Suites Verona, NY

3:00PM checkin

Wednesday August 28, 2013

8:00AM Depart to Utica for Oneida Invitational Tournament

3:00PM Depart to Horseheads

Possible Rain postponement:

Extend LaQuinta stay through August 28

Thursday August 29, 2013

8:00AM Depart to Utica for Oneida Invitational Tournament

3:00PM Depart to Horseheads

2. PalMac Invitational

Saturday September 28, 2013 (Rain date: **October 5**)

6:00AM depart

9:00AM- 3:00PM tournament

4:00PM depart to Horseheads

From: Thomas Morrell
Sent: Monday, June 03, 2013 5:05 PM
To: Dan Palmer
Cc: Deb Layton
Subject: RE: travel

Sorry Dan, read the other email before this one. If you just send me the dates, place, times, how many, and the purpose, I can fill out the rest.

From: Dan Palmer
Sent: Monday, June 03, 2013 9:22 AM
To: Thomas Morrell
Cc: Deb Layton
Subject: RE: travel

Yes. Planning an overnight to Utica. Deb, could you possibly forward me the correct forms to fill out for an overnight field trip?

From: Thomas Morrell
Sent: Monday, June 03, 2013 8:42 AM
To: Dan Palmer
Subject: travel

Dan, will you be taking the girls tennis team away for overnight trip this fall. If so, we need to have the itinerary and paperwork in this week to be put on the agenda for June's board meeting.

Thankyou

Tom Morrell
Director of Physical Education and Athletics
Horseheads Central School District
Director of Physical Education, Health, and Athletics
Elmira City School District
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607-735-3088